



Attorney Student Loan Repayment Program

A. Overview

1. The Department of Justice implemented the ASLRP in 2003. Based on the provisions of 5 U.S. Code, 5 U.S.C. § 5379, the ASLRP is an incentive program designed to recruit and retain highly qualified attorneys for hard-to-fill positions. Any Department of Justice employee serving in or hired to serve in an attorney position may request consideration for the ASLRP.
2. The ASLRP is an agency incentive program, not an entitlement. Annual funding does not permit selection of all qualifying attorneys for participation in the ASLRP. The Department anticipates selecting new attorneys each year for participation on a competitive basis and renewing current beneficiaries during existing service obligations, subject to availability of funds. ASLRP benefits are subject to taxes and other withholdings, which are deducted from the amount approved prior to issuance of payment to the loan holders. ASLRP benefits are paid directly to the loan holder, not to the individual attorney.
3. Initial acceptance of ASLRP funding triggers a three-year service obligation to the Department. To receive ASLRP benefits, the attorney must qualify, the attorney's student loans must qualify, and all statutory requirements must be met. Attorneys who do not complete their service obligation must repay the Department for all funds received through the ASLRP at the "before taxes" amount.
4. Federal agencies have a large degree of discretion in structuring student loan repayment programs. The Department's policy requires a minimum aggregate loan balance of \$10,000 to initially qualify. The ASLRP is intended as a supplement to the individual attorney's loan repayment obligations, not as a substitute payment. The Department matches payments rendered by the individual attorney, up to a maximum of \$6,000 per year. Attorneys with annual base salaries below \$74,000 automatically qualify for the maximum payment without consideration of the amount they paid. However, once an attorney's salary reaches the "matching funds" threshold, the Department considers annual loan repayments rendered by the individual when determining the amount of the ASLRP benefit. The ASLRP contemplates that attorneys will continue making payments toward their federal student loans while participating in the program.

B. Attorney Eligibility

1. Department of Justice employees serving in or hired to serve in an attorney position may be eligible for ASLRP unless they fall into one of the following categories:
 - Non-permanent employees, including those on Schedule B appointments or other term appointments with less than three years remaining before the appointments expire;
 - Political appointees, or employees occupying a position which is excepted from the competitive service because of its confidential, policy-determining, policy-making, or policy advocating character (i.e., employees serving under Schedule C appointments);

- Those serving on detail from other agencies (e.g., Special Assistant U.S. Attorneys or those on temporary or time limited appointments).

2. Temporary employees who are serving on appointments leading to conversion to term or permanent appointments (e.g., new Honors Program attorneys on 14-month temporary appointments) may be eligible to receive loan repayment incentives; but are subject to repayment provisions if found unsuitable during background investigation process or if they do not achieve permanent status (e.g., fail the bar exam). Term appointments must exceed three years (e.g., the recipient must be able to meet the minimum statutory service obligation).

3. Attorneys in the following categories are not eligible for the ASLRP:

- Non-permanent employees, including those on Schedule B appointments or other term appointments with less than three years remaining before the appointments expire;
- Political appointees, or employees occupying a position which is excepted from the competitive service because of its confidential, policy-determining, policy-making, or policy advocating character (i.e., employees serving under Schedule C appointments);
- Those serving on detail from other agencies (e.g., Special Assistant U.S. Attorneys or those on temporary or time limited appointments).

4. ASLRP benefits are not automatic: there is a competitive selection process. The Attorney Student Loan Repayment Program (ASLRP) is an agency recruitment and retention incentive, not an entitlement.

5. ASLRP may be approved for recruitment or retention of highly qualified attorneys, including incoming Attorney General's Honors Program attorneys.

- a. Components wishing to offer the opportunity to compete for ASLRP as a recruitment incentive are responsible for coordinating with the recruit and timely submitting request packages in May.
- b. Attorneys are not required to serve a minimum period with the Department prior to requesting consideration.
- c. Determinations for recruitment purposes (including the amount to be paid on the attorney's behalf) must be made before the attorney actually enters on duty in the position for which he or she was recruited.

6. Loan repayment benefits cannot be used to recruit an employee from another Federal agency. Incoming Honors Program attorneys serving as federal judicial law clerks at the time of their application to the Department are not deemed "recruited from another Federal agency."

7. Attorneys approved for ASLRP must be in good standing on their qualifying federal student loans.

8. Attorneys selected for the ASLRP must continue to make scheduled loan payments (e.g., attorneys may not suspend payments, default, or request deferral or forbearance from the educational or lending institution based on receipt of ASLRP). ASLRP is intended as a supplement to, not as a substitute for, each attorney's individual federal student loan payments.

9. The attorney must have a minimum aggregate qualifying federal student loan debt balance of \$10,000 to initially qualify for ASLRP (not applicable to renewal requests).

10. Disqualifying Conditions:

- a. An attorney must not be in default on repayment of any federal student loans.
- b. The attorney must have a minimum aggregate qualifying federal student loan debt balance of \$10,000 to initially qualify for ASLRP (not applicable to renewal requests).
- c. An attorney who received less than a "fully successful" rating on the most recent performance evaluation report (or equivalent level of performance under the applicable performance management system) is not eligible to request consideration for the ASLRP. If already selected for the ASLRP, repayment benefits will terminate if an attorney fails to maintain a "fully successful" level of performance under Part 430 of Title 5, CFR, or a similar level of performance under another applicable performance management system.
- d. An attorney who has engaged in misconduct or who has been subject to disciplinary action (formal or informal) within the preceding three years is not eligible to receive loan repayments until two years after the end date of any disciplinary action or, in cases where no disciplinary action was taken, until two years after the date of the discovery of the misconduct.
- e. Attorneys who are the subject of a performance or conduct based action, and/or under a "Performance Improvement Plan", "Last Chance or Abeyance Agreement" or a "Memorandum of Understanding" (between management and a union with bargaining rights over conditions of employment) are rendered ineligible during the enforcement period.

C. Loan Eligibility

1. To be eligible for repayments on his or her behalf, the attorney must have an existing loan that qualifies under the "definition of student loan" in 5 CFR Part 537. The loan must have been taken out by the attorney and must have been used to pay costs incurred by the attorney. The Department will not approve loan repayments for third-party loans (e.g., loans taken out by parents on behalf of dependent children, or by one spouse for the other, etc.).

a. As defined by 5 CFR Part 537, the ASLRP repayment authority is limited to student loans authorized by Title IV of the Higher Education Act of 1965 and Title VII of the Public Health Service Act. These are federally insured loans made by educational institutions or banks and other private lenders. The Higher Education Act covers the following guaranteed student loan programs:

- Stafford Loans
- Supplemental Loans
- Plus Loans *
- Federal Consolidation Loans
- Defense Loans (made before July 1, 1972)
- National Direct Student Loans (made between 7/1/72 and 7/1/87)
- William D. Ford Direct Student Loans
- Perkins Loans
- The Nursing Student Loan Program loans
- The Health Profession Student Loan Program loans

- The Health Education Assistance Loan Program loans.

* The Department will not provide ASLRP for Plus Loans (loans issued to parents on behalf of dependent students).

2. The Department will not make student loan payments for attorneys who are currently studying until the course of study has ended, if the attorney is otherwise eligible. Attorneys who are currently studying and have incurred student loans for that course of study may participate in the program only (a) on completion of their studies, and (b) if they otherwise qualify for participation under the criteria at the time of application.
3. The Department may not reimburse an employee for student loan payments made prior to entering into a valid service agreement with the Department of Justice.
4. The Department can only agree to repay qualifying student loans in existence prior to the execution of a loan repayment agreement.
5. The level of academic degree for which a student loan was obtained will not be considered in determining eligibility for the ASLRP, however, the degree must relate to a qualification relevant to the attorney's position at the Department.

D. Service Obligations and Agreements

1. All participants in the Attorney Student Loan Repayment Program (ASLRP) must sign valid service agreements with the Department of Justice before repayments can begin. A standard Service Agreement is posted on the OARM website at the "Quick Links" menu on the ASLRP main page. Each new ASLRP participant must sign an initial service agreement for a three-year service obligation to be submitted at the time of the initial request. Acceptance of benefits beyond the original three-year period requires either the execution of a new three-year service agreement or, in years when the Panel so designates the option available, an extension of an existing service obligation.
 - a. The effective date of the initial service agreement will begin when approved for the first repayment (generally in August).
 - b. The effective date of an extension to a service agreement is the day following the expiration of the prior service obligation.
 - c. Service agreements submitted by an attorney who is not selected for the ASLRP are null and void.
2. Attorneys may not credit any prior Federal service or Department of Justice service toward the service requirement.
3. Attorneys who fail to complete their service obligation may be indebted to the Department for all student loan repayments received (before taxes and not a prorated amount) under the ASLRP. See paragraph I, "Reimbursing the Department / Waiver of Indebtedness."
4. Periods of leave without pay, or other periods during which an ASLRP recipient is not in a pay status do not count toward the completion of the required service period upon reemployment. The service completion date must be extended by the total time spent in non-pay status. However, absence because of uniformed service or compensable injury is considered creditable toward the required service period upon reemployment.
 - a. An attorney who is absent from the Department because of uniformed service (military service) is generally entitled upon reemployment to be treated as though he or

she had never left. This includes ASLRP recipients who are reemployed by the Department following a period of uniformed service. Periods of military leave without pay (LWOP) are creditable toward the completion of a student loan repayment service period, and scheduled student loan payments specified in the service agreement will continue during the period of military LWOP, subject to availability of funds.

b. The Department may initiate appropriate recoupment action should the attorney not return to the Department following uniformed service/military LWOP.

E. Annual Payments and Related Information

1. All ASLRP payments are subject to the availability of funds as determined solely in the discretion of the Department.

2. The Department of Justice limits annual ASLRP benefits to a maximum of \$6,000 per attorney per calendar year (notwithstanding the provisions of P.L. 108-123 (November 11, 2003). Depending on resources, the Department may determine a lower amount, down to \$0. The total lifetime maximum per attorney remains \$40,000 for the indefinite future.

3. ASLRP payments are taxable to the attorney. Tax withholdings will be deducted or applied at the time any loan repayment is made. The Department of Justice is required to report the amount of any loan repayment made under this program, as well as any FICA-related taxes or income taxes that have been withheld, on a Form W-2. Tax withholdings may not be amortized or assessed at a date later than when the loan repayment is made. The amount the Department awards an attorney is the pre-tax amount. The amount actually credited toward an individual's qualifying student loans varies depending on the individual's salary, number of exemptions, state of residence, etc.

4. Matching Funds Provisions: When determining the amount to repay on a recipient's behalf, the Department will match the annual amount that the recipient pays on his or her qualifying Federal student loans (up to a maximum of \$6,000 per calendar year), except that recipients whose annual base salaries are less than \$74,000 automatically will receive the maximum repayment amount. Payments made by the Department on an attorney's behalf are not considered payments made by the recipient. See Appendices D (Impact on Initial Requests) and E (Impact on Renewal Requests) for more details.

(1) Example 1: Ms. A is selected for ASLRP for the first time in FY 04 and earns \$75,000 a year. Her qualifying federal student loan payments (from January 1 through December 31, 2003) totaled \$4,500. Accordingly, the Department would repay another \$4,500 on Ms. A's behalf for the FY 04 ASLRP. For the FY 05 ASLRP, if Ms. A made payments totaling \$4,500 toward her qualifying student loans in calendar year 2004 (January through December), the Department would again match that amount provided if she remained otherwise eligible. If, however, Ms. A's calendar year 2004 loan payments totaled only \$3,000, then that is the amount that the Department would match in FY 05. The \$4,500 payment made by the Department on Ms. A's behalf in FY 04 through the ASLRP is not considered as part of the payments that she made toward her qualifying federal student loans for determining the amount the Department will match in future years.

(2) Example 2: Mr. B is selected for ASLRP for the first time in FY 04 and earns \$68,000 a year. His qualifying federal student loan repayments are not considered when making the initial award of \$6,000 in FY 04. So long as Mr. B's annual salary falls below the "matching funds" threshold, he will remain eligible for the maximum Department payment without consideration of the amount he personally pays toward his federal

student loans, provided he is otherwise eligible. However, if Mr. B's salary increases to \$74,000 by the time he requests renewal for a subsequent year, then the "matching funds" provisions would be triggered. At that point, the Department would match the amount he paid in preceding calendar year. Mr. B's loan payments between January 1 and December 31 of the preceding calendar year must total at least \$6,000 for him to qualify for matching funds in that amount. If he paid only \$2,000, then that is the amount the Department would match. If he paid nothing, then there is nothing for the Department to match. The ASLRP policy assumes that Mr. B is making regularly scheduled loan payments at all times during participation in the program. It is Mr. B's personal responsibility to monitor his salary and his loan payment amounts to ensure the "matching funds" provisions do not adversely affect his ASLRP participation from year to year.

5. In future years, the Department may review and adjust the maximum annual payment amount, which may range from \$0 to the authorized statutory maximum, if budgetary considerations warrant such a review.
6. Payments made by the Department on behalf of approved beneficiaries will not exceed the loan balance.
7. The Department will distribute ASLRP incentive payments once annually (generally in June/July for renewal of existing benefits and in August/September for new beneficiaries). Payments for new beneficiaries who have not entered on duty (EOD) at the time the general payments are issued must be made between the date they become official DOJ employees and December 31st. If an incoming ASLRP beneficiary delays his or her EOD beyond the pay period where a payment can be issued prior to December 31st, he or she may forfeit a portion of the renewal award that could have been issued during the next calendar year due to the statutory maximum payment per calendar year.
8. The Department issues payments directly to educational or lending institutions in the order designated by the attorney in the request for consideration. Repayments are not authorized for reimbursement directly to the attorney. The attorney remains responsible for any remaining payments or balances. The Department is not responsible for late fees assessed by the educational or lending institution.
9. Attorneys remain liable for their loan amounts.
10. Attorneys selected for the ASLRP must continue to make scheduled loan payments (e.g., attorneys may not suspend payments, default, or request deferral or forbearance from the educational or lending institution based on receipt of ASLRP). ASLRP is intended as a supplement to, not as a substitute for, each attorney's individual federal student loan payments.

F. Procedures to Request Consideration for the ASLRP

An attorney who wishes to be considered for the Department's Attorney Student Loan Repayment Program incentive must take the following steps: (Current recipients should follow guidance in paragraph G, "Renewal of Benefits for Current ASLRP Incentive Recipients.")

1. Complete the online Eligibility Worksheet to determine whether minimum qualifications are met.
2. Complete the Request for Consideration located at www.usdoj.gov/oarm/aslrp/requestforconsideration.pdf.
3. Attach all required documentation to the Request for Consideration (e.g., loan data, statements from lenders, Service Agreements, justifications, etc.). Handwritten, inaccurate, or

incomplete submissions will not be considered. Applicants must provide accurate and complete contact information regarding each loan holder, and must prioritize the loans in order of desired repayment. A standard Service Agreement is posted on the OARM website at www.usdoj.gov/oarm/aslrp/serviceagreement.pdf.

4. Submit the request package no later than the deadline set by the Program Administration Panel. (Key dates will be posted on the OARM web page at www.usdoj.gov/oarm/aslrp/keydates.htm.)

G. Renewal of Benefits for Current ASLRP Recipients

Renewal requests are not subject to the \$10,000 minimum qualifying loan balance that applies to initial requests for consideration.

1. Renewal in the Second or Third Year of a Three-Year Service Obligation.

- a. Once an attorney is approved for ASLRP benefits, there is a rebuttable presumption that the attorney will continue to receive funding during the second and third years of the three-year service agreement at the amount originally approved subject to the "matching funds" provisions, continued eligibility, and availability of funds as determined solely in the discretion of the Department.
- b. Continued receipt of ASLRP benefits during an existing service obligation (e.g., the second and third years of a three-year service obligation) will not trigger an extension of the service agreement.
- c. Renewal in the ASLRP is not automatic. Attorneys must submit a "Request for Renewal of Incentive Payments" annually while serving an existing service obligation (e.g., years 2 and 3 of the initial Service Agreement). The renewal request is used to establish continuing eligibility, verify distribution of prior payments to qualifying federal student loans, and determine the payment amount for that fiscal year.
- d. Renewal requests for attorneys in the second or third year of an existing service obligation are different from initial requests for consideration. Renewal forms are posted on the OARM web page at www.usdoj.gov/oarm/aslrp/renewalofincentive.pdf.

2. Renewal Beyond the Expiration of A Service Obligation.

- a. Upon the expiration of a prior service obligation (e.g., the FY 2007 ASLRP for attorneys selected in FY 2004), renewing beneficiaries have two options.

Option 1: The attorney may recompile for selection for the ASLRP with all new requesters and, if selected, would enter into a new three-year service obligation. There is no guarantee of further selection for the ASLRP. The amount of the award would be based on the current Department maximums as modified by the "matching funds" provisions (see paragraph E). The payment would not be limited to the baseline amount established during the prior service obligation. These attorneys should submit the same "Request for Consideration" as new requesters.

Option 2: The attorney may opt out of further ASLRP participation and, upon the expiration of an existing service agreement, have no further obligation to the Department.

- b. Renewal requests beyond the expiration of a service obligation are not subject to the \$10,000 minimum loan balance required to initially qualify; however, if reselected, the new three-year service obligation will remain in effect even if the loan balance is

extinguished (e.g., qualifying federal student loans paid off) before the end of the service obligation.

c. The Department reserves the right to permit the Program Administration Panel and the attorney to mutually agree to modify an existing service agreement, subject to the limitations at 5 C.F.R. § 537.106(c)(2), to provide additional student loan repayment benefits for additional service (i.e., execute an extension to the original 3-year service agreement) without the need for a new service agreement (which would require a new 3-year minimum service period). However, the Panel will determine whether this option will be offered to specific year groups on an annual basis; it may not be individually requested.

H. Lateral Moves Within the Department

Moving from one position to another within the Department after selection for the ASLRP does not affect renewal eligibility during an existing service obligation.

I. Reimbursing the Department / Waiver of Indebtedness

1. An attorney is indebted to the Department of Justice for all student loan repayments received (the total gross amount before taxes and withholdings) under the Attorney Student Loan Repayment Program, and must reimburse the Department if he or she:

- is separated from the Department involuntarily on account of misconduct or performance;
- leaves the Department voluntarily before completing the service obligation period (including extensions, if applicable). This includes departures based on retirement or to enter service in another Federal agency.

2. Amounts owed to the Department due to an employee's failure to complete the terms of a service agreement will be recovered pursuant to DOJ Order 2120.3B, "Collection of Debts by the Department of Justice."

3. The Department may waive, in whole or in part, recovery of the loan repayment amount if it is determined to be against equity and good conscience or contrary to the public interest.

a. Attorneys must submit a written request for waiver of indebtedness, along with the bill generated by the National Finance Center, through OARM to the Program Administration Panel, for appropriate review and recommendations. OARM will forward the submissions and Panel recommendations to the JMD Finance Staff or Bureau Head (as appropriate) for action.

b. The waiver request should contain a copy of the Service Agreement, the bill prepared by JMD or other appropriate payroll office to the current or former employee or verification of the exact amount of debt where a bill has not been generated, and a narrative explaining why recovery by the Department would be against equity and good conscience or against the public interest.

J. Relationship to Other Recruitment/Retention Incentives

The Department may pay a student loan repayment incentive in addition to a retention incentive/allowance, or recruitment and/or relocation bonus. The period of service required by a Recruitment Bonus Service Agreement or a Relocation Bonus Service Agreement is exclusive

from the period of service required under a Student Loan Repayment Service Agreement. However, the specified period of service in a Student Loan Repayment Service Agreement may run concurrently with other service agreements.

K. Responsibilities of Attorneys Selected for the ASLRP

1. Attorneys who are notified of selection for the program and the funding level who then decide not to participate must submit written notice of withdrawal from the program to the Program Administrators by the deadline set by the Program Administration Panel to permit reallocation of funds. (Key dates will be posted on the OARM web page at www.usdoj.gov/oarm/aslrp/keydates.htm.) Failure to withdraw by the deadline will result in the processing of the loan repayment, and may result in an obligation being established which the attorney would then be liable to repay in the event of voluntary departure or dismissal for cause.
2. Attorneys who accept participation in the ASLRP are responsible for reading the policy in its entirety.
3. Attorneys notified of selection for the ASLRP who wish clarification of any policy provisions must contact OARM to resolve any questions prior to acceptance.
4. Attorneys must continue to make regular payments against their outstanding federal student loans. The ASLRP is intended as a supplement to, not as a substitute for, each attorney's individual federal student loan repayments. The Department will not pay any late fees or penalties. Attorneys who fail to make payments, or are declared in default of the loan, or who suspend payments or request deferral or forbearance from the educational or lending institution based on receipt of ASLRP, will not be eligible to participate in the ASLRP.
5. Attorneys must monitor their salary levels and their personal student loan repayments to ensure the "matching funds" provisions do not adversely affect their ASLRP participation from year to year.
6. Attorneys must notify the Office of Attorney Recruitment and Management (OARM) of:
 - changes in contact information, especially e-mail addresses;
 - plans to voluntarily resign, retire, or separate from the Department before completing the service agreement period.
7. Attorneys must monitor their student loan accounts to ensure that payments issued through the ASLRP are distributed only to qualifying federal student loans.
8. Attorneys should confirm that payments are issued on their behalf prior to December 31st each year a payment is approved. Payment information is reported on employee Earning and Leave Statements during the pay period it is issued. If not issued by early December, the attorney should immediately contact OARM for assistance.

L. Department Responsibilities

1. The Role of the Deputy Attorney General: The Deputy Attorney General (DAG) retains final approval authority over all aspects of the ASLRP. The DAG or his delegate will:
 - a. Appoint a panel to establish and to oversee the administration of the ASLRP. Membership on the panel will include the Director, EOUSA (or delegate); the AAG of one of the Department components (or delegate) (rotated every two years); the Director, OARM (or delegate); the DAAG (Human Resources/Administration), JMD (or delegate);

and the DAAG (Office of the Controller), JMD (or delegate), and other individuals as appointed by the Deputy Attorney General.

b. Ensure appropriate agency determinations are made pursuant to 5 CFR § 537.105.

2. The Role of the Associate Attorney General

The Associate Attorney General chairs the Program Administration Panel.

3. The Role of the Program Administration Panel.

The Program Administration Panel (Panel) is responsible for program oversight. The Panel's responsibilities include but are not limited to:

- a. Initially establishing, then annually updating Appendix A (Component-Specific Criteria), and publishing recruitment and retention criteria for eligibility in the ASLRP.
- b. Reviewing and making final decisions on all requests for consideration for the ASLRP, including appropriate regulatory determinations (5 CFR § 537.105).
- c. As appropriate, making determinations, pursuant to 5 CFR § 537.105, that in the absence of offering student loan repayment benefits, the Department would encounter difficulty in filling the positions held by attorneys selected for the ASLRP with highly qualified employees or in retaining highly qualified employees in such positions.
- d. As appropriate, making determinations, pursuant to 5 CFR § 537.105, that the high or unique qualifications of employees in positions identified in Appendix A and/or the special needs of the Department for the services of such employees make it essential to retain those employees and that, in the absence of offering student loan repayment benefits, such individuals would be likely to leave for employment outside the federal service.
- e. Adjudicating requests for exceptions from applicants who are assigned to qualifying posts or positions with an expected arrival date after the end of the fiscal year.
- f. Determining if it is against equity and good conscience or contrary to the public interest to require a Department employee to repay some or all of the amount the Department has repaid on the employee's student loan when requests for waiver of repayment obligations are made.
- g. Ensuring that a complete copy of the application, endorsements, and the completed service agreement is filed in each approved employee's Official Personnel File.
- h. Making routine policy decisions affecting administration of the program.
- i. Coordinating all efforts to support automation of the program.

4. The Role of the Office of Attorney Recruitment and Management (OARM)

OARM is responsible for administration of the Program subject to the oversight of the Program Administration Panel.

5. The Role of Justice Management Division (JMD) or Designated Executive / Administrative Offices

- a. JMD or other designated executive/administrative offices will process all approved requests to obligate funds on a timely basis but not later than September 30. JMD or other designated executive/administrative offices will forward all approved requests to the National Finance Center (or other appropriate finance center) for payment using Form AD-343, Payroll Action Request (or equivalent), pursuant to the procedures specified in the JMD/HRSA Systems Notice #2001-13 (or equivalent). The FBI will

process repayments pursuant to its own internal procedure until realigned under the National Finance Center.

b. JMD (or other appropriate personnel office) will file a copy of the service agreement for each participant in the individual's official personnel file.

c. JMD (or other appropriate office) will manage processing of the repayment amounts by electronic funds transfer, whenever possible, or by check by a date to be established by the Program Administration Panel, but not later than September 30, and will provide the Program Administration Panel and the appropriate personnel or human resources offices with a report indicating the date payments were made to the lenders of each qualified employee. At this time, all loan repayments are subject to tax and FICA/Medicare withholdings. Payments made by payroll offices to the respective lenders will reflect the net amount of the incentive payment with appropriate deductions withheld for taxes and FICA/Medicare. The gross amount of the lump sum repayment will be reported as taxable income on the W2.

d. In the event that an attorney has to repay student loan incentive payments already paid on their behalf, JMD will ensure that the appropriate offices send a memorandum to the servicing personnel office (or other appropriate office) requesting that the employee be billed for the indebtedness. The memorandum will contain the employee's name, Social Security Number, total amount of the indebtedness, period covered by the indebtedness and reason for the indebtedness. The servicing personnel office will then prepare a letter of indebtedness and mail it to the employee. The report generated by JMD (or other appropriate office) (subparagraph 1, above) will allow the appropriate Personnel or Human Resources Office to record the date of the payment on the employee's service agreement, thus triggering the effective date of the agreement and establishing when repayment will be required should an employee in the program leave the Department before expiration of the service agreement.

6. The Role of Heads of Offices, Boards, Bureaus, and Divisions

a. Determine whether any employee being recommended for separation based on performance is a participant in the ASLRP in order to determine whether repayment of the ASLRP payments is required.

b. Assist the Program Administration Panel evaluate high or unique qualifications relevant to DOJ employment or special needs of the Department by identifying specific component-desired qualifications, skills, or abilities (or any posts or positions that are difficult to fill with highly qualified employees) and submitting them to the Program Administration Panel for approval and inclusion in Appendix A. (See Appendix B for recruitment or retention difficulty factors). Component-identified criteria may include, but are not limited to: professional qualifications, admission to specialty bars, undergraduate or advanced degrees in fields relevant to the component's practice, foreign language proficiency, assignment to hard-to-fill geographic locations, judicial clerkship experience (if relevant to the component's practice), and skills that contribute directly to the accomplishment of the Department's Strategic Goals of preventing terrorism; enforcing federal laws and representing the rights and interests of the American people; assisting state, local and tribal efforts to prevent or reduce crime and violence; and ensuring the fair and efficient operation of the federal justice system.

c. Review requests for consideration and provide comments or recommendations, as desired. Comments may address whether the applicant possesses high or unique qualifications, or the component has special needs that make it essential to retain the employee, and whether, in the absence of student loan repayment incentives, the

employee is likely to leave Federal service. If the attorney is requesting consideration for ASLRP as a retention incentive (as opposed to a recruitment incentive), these comments may include a description of the extent to which the employee's departure would affect the agency's ability to carry out an activity or perform a function deemed essential to the agency's mission. Components will forward all requests for consideration through OARM to the Program Administration Panel for action (approval or disapproval).

d. Each Component (or EOUSA for U.S. Attorney's Offices) will prepare an annual report to be submitted to the AAG, Administration, no later than November 15, covering the preceding FY. The report will include:

- For each employee who received repayment benefits during the FY, the following information:
 - Whether the repayment was for purposes of recruitment or retention;
 - Amount repaid during the FY (before withholding)
 - Amounts to be repaid in future FYs, subject to availability of funds (before withholding). (Projected based on length of current service agreement).
 - Employee's position title, job series, pay plan, grade, and geographical area (city and state); and
 - Length of the service agreement (including start date and end date).
 - A narrative analysis of the situations for which repayments were made, the effectiveness of the repayment program, and any recommendations for improving the use of the authority in terms of both regulatory change and Department requirements and flexibilities.

7. The Role of Component Executive Officers (or equivalent) and HR Specialists

a. The role of the Component Executive Directors (or equivalent) or delegate, and HR specialists will be:

- Providing scoring recommendations to the Panel on portions of the attorney's justification (submitted as part of the Request for Consideration).
- Providing routine information or directing employees to OARM for non-routine information,
- Validating that employees requesting consideration have not been the subject of performance or disciplinary actions that would make them ineligible,
- Processing requests for consideration submitted by applicants,
- Serving as liaison when necessary, at the request of Program Administrative Panel, and
- Maintaining a file of the names of those employees in the component who are ASLRP recipients, a copy of the service agreement, and recording the date of the payment approval on the employee's service agreement, thus triggering the effective date of the agreement and determining when repayment will be required should an employee in the program leave the Department before expiration of the service agreement.

b. Component employees with HR responsibilities must inform OARM if a participant employee moves to a different position, separates, or retires from the Department of Justice before completing the service obligation and assist with recoupment efforts.

APPENDIX A - FY 2007
Component-Specific Criteria
(Including Associated Recruitment and Retention Criteria for Eligibility)

The Department has determined that, pursuant to 5 CFR § 537.105, attorneys who meet the criteria identified below may qualify for the student loan repayment program. The basis of the Department's determination supporting use of the repayment incentive for retention or recruitment of in these positions includes the factors listed in Appendix B.

The final column of the chart below indicates the specific factors supporting the determination of recruitment and retention difficulty, at least one of which applies for each position, and serves as the written basis for the determination that positions in these categories qualify for the Attorney Student Loan Repayment Program for FY 2007.

ASSISTANT U.S. ATTORNEYS – Please note -

EOUSA is your ASLRP contact for information and assistance, and for submission of requests for consideration. The criteria applicable to AUSAs are listed at item 18, below. Please do not attempt to justify consideration using the criteria posted for the Civil Division or the Criminal Division (items 3- 5, 7 below), contact these Divisions for assistance, or submit your request for consideration through them for evaluation. Items 1- 17 **do not apply** to attorneys serving in U.S. Attorneys Offices.

#	Component, Basis, and Position Description	Qualifying Criteria	Factors (App. B)
1	Antitrust Division Recruitment (Entry-level Honors Program hires)	Member of the Patent Bar, or a Patent Agent, or pertinent experience in or exposure to patent examination; and a comprehensive intellectual property (patents, trademark, copyright) background, including: law degree with demonstrated antitrust interest and economics background (e.g., course work, employment, etc.); and undergraduate or higher degree in electrical engineering, computer engineering, physics, aerospace, biotechnology, or equivalent.	1, 3
2	Antitrust Division Recruitment and retention (Incoming experienced hires and current employees)	Member of the Patent Bar; and a comprehensive intellectual property (patents, trademark, copyright) background, including: law degree with demonstrated antitrust interest and economics background (e.g., course work, employment, etc.); and undergraduate or higher degree in electrical engineering, computer engineering, physics, aerospace, biotechnology, or equivalent.	1, 3
3	Civil Division Commercial Litigation Branch, Intellectual Property Section (Retention only)	Member of or eligibility to sit for the Patent Bar and undergraduate/advanced degree in engineering or science (including physical or biological sciences, medicine, and mathematics).	1, 3, 6

4	Civil Division Commercial Litigation Branch, National Courts Section (Retention only)	<ul style="list-style-type: none"> Specialized litigation experience (of at least one year) before the U.S. Court of Federal Claims. 	1, 6
5	Civil Division All Branches Recruitment (Incoming Honors Program or other permanent entry-level hires)	<ul style="list-style-type: none"> Judicial clerkship at the federal level (all courts), or state appellate court level; or Editor of law review or other law journal or Graduated in the top 10% of law school class (or cumulative 3.45 GPA of 3.45/4.0 or higher, or graduated from law school with academic honors; or Specialized training or experience in a subject matter directly relevant to position (e.g., immigration/asylum issues, aviation law, environmental policy). (Applies only to applicants entering at the GS-11 or 12 salary levels.) 	3
6	Civil Rights Division	<ul style="list-style-type: none"> Graduated in top 10% of law school class (or equivalent); or Served as judicial law clerk at federal level (district court, appellate court, or U.S. Supreme Court) or highest state court level; or Served as editor of a school law review or journal; or Has specialized training or experience in subject matter directly relevant to the position. 	2, 3
7	Criminal Division	<ul style="list-style-type: none"> Graduated in the top 10% of law school class or with a cumulative GPA of 3.45 or higher (4.0 scale); or Judicial clerkship at the federal level (all courts), or State court level; or Published articles or served as an editor of a school law review or journal; or Specialized training or experience in subject matter directly relevant to the position 	
8	Drug Enforcement Administration	<ul style="list-style-type: none"> Demonstrated expertise in one or more of the following areas: Intelligence Law Technology Law 	1,3,4,5

		<p>Information Sharing / Privacy Law Class Action Employment Litigation Financial Investigations Regulatory Law</p> <p>or</p> <ul style="list-style-type: none"> • Specialized training and experience in Title 21, U.S. Code; or • Assigned to a hard-to-fill area (e.g., high cost area); or • Demonstrated commitment to the agency mission (be specific and provide examples). 	
9	<p>Environment and Natural Resources Division</p> <p>Recruitment only</p>	<ul style="list-style-type: none"> • Editor of law review or other law journal or published articles editor of a school law review or journal, <u>or</u> • Judicial clerkship at the federal level (all courts), or state appellate court level, U.S. Supreme Court, or State Supreme Court, <u>or</u> • Specialized training or experience in subject matter directly relevant to the position, <u>or</u> • Graduated in the top 10% of law school class (or cumulative 3.45 GPA of 3.45/4.0 or higher, or graduated from law school with academic honors 	3
10	<p>Federal Bureau of Prisons</p> <p>Retention only</p> <p>(Current employees)</p>	<ul style="list-style-type: none"> • Demonstrated expertise in the following areas: technical competence; professional delivery of client service; professionalism and teamwork; problem solving abilities; case/project management; and litigation. • Specialized training and experience (e.g., on the job training in a specialized area, curriculum development and presentation). • Demonstrated leadership skills (e.g., volunteered to serve on or lead a workgroup; volunteer to serve as a mentor or coach). • Demonstrated commitment to public service. 	3,4,5,6
11	<p>Office of Community Oriented Policing Services (COPS Office)</p>	<p>Meets one of the following:</p> <ul style="list-style-type: none"> • graduated in top 10% of law school class or with academic honors (or equivalent); or • served as editor of school's law 	1,2,3

	Recruitment (Incoming experienced hires)	review; AND <ul style="list-style-type: none"> demonstrated specialized legal experience of at least five years in a subject matter directly relevant to position (i.e., federal grant law or federal employment law) 	
12	Office of Community Oriented Policing Services (COPS Office) Retention (Current employee)	A minimum of five years of experience as an attorney in the COPS Office Legal Division who demonstrates, as reflected by receiving the highest level performance ratings (Outstanding prior to 2004; Excellent as of 2004): <ul style="list-style-type: none"> outstanding research, analytical, and writing skills; and persuasive written and oral communication skills; and effective workload management skills; and the ability to handle multiple complex projects at one time; and appropriate professional judgment; and expertise in applying relevant legal standards to COPS Office policies and practices 	2,3
12B	Office of Information And Privacy Recruitment and retention	<ul style="list-style-type: none"> Specialized experience in the application of the Freedom of Information Act (FOIA). Demonstrated expertise in FOIA litigation including the preparation of agency declarations. Outstanding written and verbal communications skills. 	1, 2, 3
13	Office of Legal Counsel	Qualifying Criteria: <ul style="list-style-type: none"> Recent judicial clerkship at a Federal Circuit Court or the U.S. Supreme Court Specialized experience in a subject matter directly relevant to the position (e.g., national security) 	3
14	Tax Division Trial Attorney Recruitment	<ul style="list-style-type: none"> Specialized training or experience in complex financial litigation or prosecution; or Ability to handle on a first-chair basis trials involving complex financial 	1,2,3,5,6

	(Incoming experienced hires) Retention (Current employees)	<ul style="list-style-type: none"> transactions; or Ability to distill and explain using layman's terms, and/or using visual representations, complex transactions and their consequences; or Developed expertise in a combination of specific areas of our practice (e.g., tax, litigation/prosecution and bankruptcy); And: <ul style="list-style-type: none"> Outstanding legal writing ability; or Three or more years' experience as a trial attorney in the Tax Division (current employees only) 	
15	Tax Division Trial Attorney Recruitment (Incoming entry-level Honors Program hires)	<ul style="list-style-type: none"> Judicial clerkship at the federal level (all courts) or the state appellate court level; or Served as an editor of an official law review or other law journal; or Graduated in the top 10% of law school class or for graduates of law schools that do not rank students, graduated with at least a 3.45 GPA on a 4 point scale, or its equivalent. 	3
16	U.S. Marshals Service Office of General Counsel	<ul style="list-style-type: none"> Demonstrates specialized legal experience in a subject matter directly relevant to the position (e.g., procurement, FOI/PA, criminal law, federal personnel law, Government ethics, etc.) Demonstrates outstanding research, analytical and writing skills; persuasive written and oral communication skills; effective workload management skills; ability to handle multiple complex projects at one time; appropriate professional judgment Demonstrate expertise in the following areas: technical competence; professional delivery of client service; professionalism and teamwork; problem-solving abilities; case/project management; and litigation 	1,3,5,6

		<ul style="list-style-type: none"> • Demonstrates specialized training and experience (e.g., on the job training in a specialized area, curriculum development and presentation) • Demonstrate leadership skills (e.g., volunteer to serve on or lead a workgroup or team; volunteer to serve as a mentor or coach) • Demonstrate commitment to public service • Possesses outstanding credentials in relevant areas (new hire) and/or outstanding or excellent ratings (current employee) and is located in a high-cost area (e.g., Washington, D.C., Los Angeles, New York City, San Francisco, Boston, etc.) 	
17	U.S. Trustee Program Trial Attorney	<ul style="list-style-type: none"> • Graduated in top 10% or law school class or with a cumulative GPA of 3.45 or higher (4.0 scale); or • Outstanding written and oral communication skills; or • Specialized training or experience in subject matter directly related to the position; or • Assigned to a hard to fill, high cost area, e.g., Boston, New York City, Houston, Detroit, Chicago, San Diego, Los Angeles, San Francisco, Denver, and Washington, DC; or • Excellent or outstanding performance ratings. 	1,2,3,6
18	U.S. Attorneys' Offices	<p>Due to the variety of mission needs in USAOs nationwide, AUSAs should justify selection based on the needs of their individual district and the guidance provided in the Request for Consideration form. In past years, some USAOs have used criteria such as those listed below. These criteria are reproduced here as examples only and may or may not be applicable to a specific USAO. AUSAs may consider these examples, but should ensure that any criteria they select for their justification are relevant for their particular office. USAOs may have critical needs not reflected in these examples.</p> <ul style="list-style-type: none"> • Professional proficiency in a spoken 	To be determined based on justification

		<p>and written foreign language sufficient to conduct legal business and litigate issues.</p> <ul style="list-style-type: none"> • For AUSAs involved in computer crime or related specialized litigation: Masters Degree in Computer Science; or three or more years experience in computer technology as it relates to computer crime demonstrating the ability to litigate such issues as encryption, electronic privacy laws, search and seizure of computers, e-commerce, hacker investigations, infrastructure protection, emerging technologies, online investigations, online forensic techniques, and similar matters. • For AUSAs assigned to financial crime or related specialized litigation: Masters Degree in Accounting, Auditing, or Finance, or three or more years experience prosecuting finance-related crime, • For AUSAs assigned to counter-terrorism duties: 3 or more years experience in intelligence analysis, counter-terrorism investigation; or demonstrated ability to litigate issues involving terrorism • Assignment to Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands 	
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APPENDIX B

FACTORS OF RECRUITMENT OR RETENTION DIFFICULTY

1. The lack of success of recent efforts to recruit or retain qualified candidates for such positions (including indicators such as offer/acceptance rates, the proportion of such positions filled, and the length of time required to fill similar positions).
2. Recent high turnover in such positions.
3. Labor market factors that negatively affect the ability of the U.S. Department of Justice to recruit or retain highly qualified internal or external candidates for such positions, now or in the future (may include such factors as salary ranges, or comparable positions, scarcity of skills, emerging technology, etc.). For entry-level attorneys, this may include the need to recruit candidates with unique skills, abilities, training, background, knowledge, or an exceptionally high degree of demonstrated potential based on objective academic achievements.
4. Lack of attractiveness of the position or location due to the nature of the work required, remoteness, cost of living, quality of public schools, levels of crime or harassment, conditions of housing, access to medical and hospital facilities, support services for special needs dependents, community amenities, etc.
5. The lack of availability in the labor market of candidates for employment who, with minimal training or disruption of services to the public, could perform the full range of duties and responsibilities assigned to the positions.
6. The number of employees in comparable positions who are likely to retire within the next five years would result in shortages in critical skills if younger employees in those positions were not retained.

APPENDIX C

GUIDELINES FOR REQUESTING CONSIDERATION (New Requesters)

Attorneys requesting approval of ASLRP incentive payments must submit a written justification along with the Request for Consideration, and other appropriate documentation (e.g., proof of qualifying student loans, signed service agreement) through their component to the Program Administration Panel for action.

The Request for Consideration form is form-fillable and accessible at www.usdoj.gov/oarm/aslrp/aslrp.htm under the "Quick Links." Alternatively, attorneys can print out the Request forms and type in their responses. Handwritten responses are not acceptable, but if you need an accommodation, please contact OARM, Attention: Deana Willis for assistance.

The justification portion of the request has specific areas that must be addressed. Detailed guidance is provided in the Request for Consideration form. Attorneys must also articulate relevant factors of recruitment or retention difficulty that apply to their situation. Appendix B lists common factors of recruitment or retention difficulty – you may use any of those factors that are appropriate to your situation, but also may also rely on other relevant factors not listed.

All justifications must include at least one of the following:

- The basis for a determination of high or unique qualifications, or
- The special need of the Department for the attorney's services.

Further, if the attorney is already on duty with the Department (i.e., is requesting ASLRP as a retention incentive as opposed to a recruitment incentive), the justification also must include a written description of the extent to which the attorney's departure would affect the Department's ability to carry out an activity or perform a function that is deemed essential to its mission.

Attorneys must submit requests through their components. Components must review the requests and forward them to OARM for action by the Program Administration Panel. The submission deadlines are listed under "Key Dates."

APPENDIX D

ATTORNEY STUDENT LOAN REPAYMENT PROGRAM - FY 2007

IMPACT OF THE “MATCHING FUNDS” PROVISIONS ON INITIAL REQUESTS

	Does the amount I paid toward my federal student loans in calendar year 2006(January through December 2006) affect the amount of ASLRP funding I could receive in FY 2007?	If I am selected in FY 07, will the “Rebuttable Presumption” of continued participation at the amount originally approved affect the amount of ASLRP funding I could receive in future years?	What happens if my salary increases during my 3-year service obligation? Does that affect the amount of funding I could receive in future years?
My annual base salary (as of May 1, 2007) is less than \$74,000 (excluding locality pay)	No. All FY 07 recipients at this salary level will be funded at the \$6,000 level without consideration of the amount they paid toward their federal student loans. <u>Please note that the ASRLP policy requires you to continue to make regularly scheduled loan payments.</u>	No, because you were originally funded at \$6,000 in FY 07 without consideration of the amount you individually paid toward your student loans. You are automatically eligible for future funding at that level, subject to other policy requirements. <u>Please note that the ASRLP policy requires you to continue to make regularly scheduled loan payments.</u> The ASLRP is a supplement to, not a substitute for, your personal student loan payments. Also, it is your responsibility to monitor your payments as your salary increases, as you may trigger the “matching funds” provisions in the future.	If your salary increases above the “matching funds” threshold (currently \$74,000), then the amount you paid toward your Federal student loans during the preceding calendar year becomes extremely important. If you trigger the “matching funds” provisions, DOJ will then match the amount you paid, up to \$6,000. ASLRP payments made by the Department on your behalf are not considered in determining the amount you paid when calculating “matching funds.”
My annual salary (as of May 1, 2007) is \$74,000 or more (excluding locality	Yes. At this salary level, you are subject to the “matching funds” provisions.	Yes, because it sets the baseline amount you are eligible to continue to receive for	Because you were already subject to the “matching funds” provisions, an

pay)	<p>Accordingly, if you are selected for ALSRP in FY 07, DOJ will match the amount you paid on qualifying Federal student loans in calendar year 2006 up to a maximum of \$6,000. This amount becomes your baseline for renewal in future years. The Department will not automatically match higher payment in the future.</p>	<p>the duration of the three-year service obligation. At this salary level, you are subject to the “matching funds” provisions. Accordingly, DOJ will match the amount you paid on qualifying federal student loans up to the amount for which you are originally approved in the FY 07 ASLRP, provided you remain eligible and subject to availability of funds. <u>Please note that the ASRLP policy requires you to continue to make regularly scheduled loan payments.</u> The ASLRP is a supplement to, not a substitute for, your personal student loan payments.</p>	<p>increase in your salary has no impact on the amount of ASLRP funding you could receive. The Department will continue to match the amount you paid on your Federal student loans in the preceding calendar year, up to the amount originally approved, provided you remain eligible and subject to availability of funds. ASLRP payments made by the Department on your behalf are not considered in determining the amount you paid when calculating “matching funds.”</p>
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APPENDIX E

ATTORNEY STUDENT LOAN REPAYMENT PROGRAM

IMPACT OF THE “MATCHING FUNDS” PROVISIONS ON RENEWAL REQUESTS

Generally, the amount approved at the time of your original selection for ASLRP is the baseline amount that the Department uses to project future payments during the service period.

	Will the amount I paid toward my federal student loans in calendar year 2006 affect the amount of ASLRP funding I receive in FY 2007?	Does the amount I pay toward my federal student loans in calendar year 2007 affect the amount of ASLRP funding I could receive in FY 2008?	Does the “Rebuttable Presumption” of continued participation at the amount originally approved affect the amount of ASLRP funding I could receive in future years?
My annual base salary (as of May 1, 2007 is less than \$74,000 (excluding locality pay).	<p>No. All recipients whose annual base salary is less than \$74,000) (excluding locality pay) were funded at \$6,000 in FY 06.</p> <p><u>Please note that the ASRLP policy requires you to continue to make loan payments as a condition for continued eligibility.</u></p> <p>The ASLRP is a supplement to, not a substitute for, your personal student loan payments.</p>	<p>It depends on whether your annual base salary remains below \$74,000. If it does, then you continue to be funded at the maximum level (currently \$6,000) without consideration of the amount you individually pay toward your student loans. However, it is your responsibility to monitor your payments as your salary increases, as you may trigger the “matching funds” provisions in the future.</p> <p>Once your salary reaches \$74,000, the Department will only match the amount you paid during the preceding calendar year, up to \$6,000.</p> <p>Please note that the ASRLP policy</p>	<p>It could, because it permits you to continue to receive funding at the \$6,000 level during the course of your service obligation.</p> <p>Please note that the “matching funds” provisions are likely to affect attorneys who remain in the ASLRP over a period of several years. It is your responsibility to monitor your payments as your salary increases, as you may trigger the “matching funds” provisions in the future. Once your salary reaches \$74,000, the Department will only match the amount you paid during the preceding calendar year, up to \$6,000.</p>

		requires you to continue to make regularly scheduled loan payments. The ASLRP is a supplement to, not a substitute for, your personal student loan payments.	
My annual base salary (as of May 1, 2007) is \$74,000 or more (excluding locality pay) but in FY 2006, my salary was less than \$74,000.	<p>Yes. All recipients with annual base salaries of \$74,000 or more are subject to the “matching funds” provisions. The Department will only match the amount you paid on your qualifying federal student loans in calendar year 2006.</p> <p><u>Please note that the ASRLP policy requires you to continue to make loan payments.</u></p>	<p>Yes. At this salary level, you are subject to the “matching funds” provisions. Accordingly, providing you remain an ASLRP participant, DOJ will match the amount you pay on qualifying federal student loans in calendar year 2007 up to a maximum of \$6,000 provided you remain eligible. Please note that the ASRLP policy requires you to continue to make regularly scheduled loan payments. The ASLRP is a supplement to, not a substitute for, your personal student loan payments.</p>	<p>Yes, because it permits you to continue to receive funding at the \$6,000 level provided that you paid at least that much toward your federal student loans in the preceding calendar year and otherwise remain eligible. However, if you paid less, then the Department can only match the amount you actually paid.</p>
My annual base salary (as of May 1, 2007) is \$74,000 or more (excluding locality pay) and my salary was above that level in 2006 (or at the time I was originally selected for the ASLRP).	<p>Yes. Your salary level triggered the Department’s “matching funds” provisions. At the time you were originally selected, DOJ matched the amount you paid in the preceding calendar year as documented in your ASLRP request. That amount became your baseline. DOJ will continue to match your payments at that</p>	<p>Yes. At this salary level, you are subject to the “matching funds” provisions. Accordingly, DOJ will match the amount you paid on qualifying Federal student loans up to the amount for which you were originally approved, provided you remain eligible. Please note that the ASRLP policy requires you to continue to make regularly scheduled</p>	<p>Yes. During the course of your service period, DOJ will match the amount you paid on qualifying Federal student loans in the preceding calendar year up to your baseline - the amount for which you were originally funded – provided you remain eligible.</p>

	<p>amount, provided you remain eligible. On occasion, if funds are available, the Department may approve a one-year increase in the amount it matches provided your payments increased; however, this is not guaranteed. <u>Please note that the ASRLP policy requires you to continue to make loan payments.</u></p>	<p>loan payments. The ASLRP is a supplement to, not a substitute for, your personal student loan payments.</p>	
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